

# How to Transfer Papers & Records



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E"**



"Y and E" Transfer Cases in transfer record room of a large corporation in New York City.

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Y29h

# How to Transfer Papers and Records

22 Nov 22  
Prepared for Customers by the System Service  
Department of Yawman and Erbe Mfg. Co.,  
Rochester, N. Y.

*Makers of "Y and E" Filing Devices and Office Systems*

**T**HIS little book is a simple statement of the principles of correct transferring of business papers. No matter how your file may be indexed, you will find here a description of the best method of transferring your correspondence.

## **Thirty-seven Years' Experience Back of this Booklet**

One of the most important points connected with the installation of a new correspondence filing system is the question of transferring. If the system you propose to install makes transferring a difficult or tedious process, by all means look into another method. The work of transferring is something that must be faced every year, and if the right system is installed in the first place, much labor and many mis-

takes will be saved. Read about the "Y and E" Direct Name System which reduces the work of transferring to the mechanical process of lifting folders from one drawer to another.

Thirty-seven years' active participation in planning and systematizing hundreds of business organizations, makes our System Department an authority on office systems. This book is one of a series, prepared with great care to give business men authoritative information about correct methods of filing and indexing their records. Others are "Vertical Filing Down - to - date"; "Card Ledger Preferred and Why"; "Watching the Sales Barometer"; "Saving Money in Buying", a book for the Purchasing Agent; and "The Proper Place to File Blueprints and Drawings".

Any of these will be sent free to those who request them on their business stationery.



# Transferring from a Vertical File

**T**HE purpose of transferring correspondence is to clear the active file of old letters, and place these old letters in a storage or transfer file, where they are nearly, if not quite, as accessible as in the active file. The active file should contain only the correspondence to which reference is made frequently. It is evident that in some lines of business, reference will be made to correspondence in the files for a much longer period than in other lines. Thus lawyers and contractors have occasion to refer to all correspondence relating to a case or contract from its inception to its finish, which may extend over a year or several years.

Experience has shown that there are three general methods of transferring, one of which is undoubtedly suited to your needs. These methods, so-called, apply no matter what may be the form of indexing you are using, whether Direct Name, Alphabetical, Geographical, or Numerical. They are: the Duplicate Equipment Method; the Periodic Transfer—which

is identical in principle with the first method; and the Continuous Transfer, which differs in principle from the first two.

## The Duplicate Equipment Method

**I**F you are just about to adopt vertical filing get a cabinet with enough capacity so you will need only one-half of it for the current year's correspondence. If you already have a vertical cabinet with a capacity of one year's correspondence, add another sectional cabinet of the same capacity at the end of the year. In other words, purchase Duplicate Equipment.

This method renders your last year's correspondence just as accessible as your current correspondence, and you know that during the first few weeks of the year you have as much occasion to refer to the previous year's correspondence as you do to your new letters.

The Duplicate Equipment Method means a somewhat larger initial cost, but this is overbalanced by the great saving of time which results.



## The Simplest Illustration

The illustration below shows the way your cabinet will look if you require only one drawer for a year's correspondence.



Example 1

Simply add another single drawer Half Section on top of the one containing 1916 correspondence. Then the lower drawer contains the last year's records and the upper drawer contains the current correspondence.

At the end of the year you add another vertical drawer to your stack of half sections, placing it just above the first drawer. Now you have a new drawer

labeled "1917" in which you file your new correspondence.

During the first part of 1917, the 1916 correspondence in the lower drawer will be referred to constantly, that's why it should be practically as accessible as the current file,—one very vital reason why we recommend Duplicate Equipment.

But as the year advances there will be less and less occasion to refer to the 1916 file. Toward the end of the year these occasions will be very infrequent indeed.

At the end of 1917 the upper drawer will be filled with 1917 correspondence. In order to make room for the 1918 correspondence, the 1916 matter must be taken out of the lower drawer and placed intact in a transfer case, (see Example 2). The 1917 correspondence is then placed in the lower drawer, leaving the upper drawer for the new year's letters. It is handier to get at the upper drawer, and this should always be reserved for the current year's correspondence.

The 1917 and 1916 correspondence is practically intact so that the work of transferring takes but a few minutes.

The 1916 correspondence, now in a transfer case, is referred to very seldom, and consequently can be placed in the transfer room or an out of the way corner,—anywhere so that it can be easily reached when necessary. For the sake of convenience the illustration shows transfer case alongside the cabinet.

When correspondence is transferred from the cabinet to a transfer case, entry should be made on a "Record of Transfer" guide as explained on page 15. The transfer case holding the 1916 correspondence is given the number "one," and this number is written on the "Record of Transfers" guide which shows the inclusive dates of the correspondence in that case. In another year when the 1917 correspondence is placed in the transfer case, this case is marked No. 2, and so recorded on the "Record of Transfers" guide. The guide is kept in the front of the drawer containing the current year's correspondence, thus furnishing a reference to all previous correspondence. By glancing at the guide, the number of any desired transfer case is secured; and reference to old correspondence is immediate.



Example 2

When beginning the third year then transfer into a Transfer Case the correspondence of two years ago, numbering the Transfer Case No. 1. Then lower the correspondence from the top drawer into the lower drawer, leaving the top drawer for current correspondence.

## Transferring a Larger Volume of Correspondence

So far we have explained the method of transferring a small volume of correspondence, which only requires the capacity of a single drawer.

Now, suppose your current file occupies two or more drawers: The principle is just the same here—simply provide duplicate equipment.



Example 3

Again when transferring files of this nature make use of the Transfer Cases at the beginning of the third year, numbering the Transfer Cases No. 1 and No. 2. Then devote half of your four drawer cabinet to last year's correspondence; the upper half to contain current correspondence. The correspondence of two years ago is in the Transfer Cases.

Here is an illustration of the way your file will look if you are using "Y and E" standard horizontal sections, with your current correspondence file in two drawers. You use the two upper drawers for 1917 correspondence, labelling them "A to K" and "L to Z," respectively, since this will probably divide the matter equally between the two drawers. The two lower drawers are similarly labelled for 1916 correspondence.

At the end of the year you remove the 1916 correspondence and place it in two transfer

cases numbered 1 and 2. The 1917 correspondence is merely dropped from the two upper drawers to the two lower drawers, and you are ready to start the new year with the two upper drawers ready to receive 1918 correspondence. New labels should be inserted in the drawers.

At the end of 1918 the process is repeated and two more transfer cases are purchased and numbered 3 and 4.

### For Files of Greater Capacity

PERHAPS your 1916 correspondence occupies all your available filing space, as illustrated by the "Y and E" Upright Section in illustration No. 4. You must transfer. The logical solution of your problem is to buy another upright section like your present one and use it for 1917 correspondence. Both the sections



Example 4

If it is necessary to divide your correspondence through four or more drawers the upright or vertical section should be used. The first year use a cabinet which will just accommodate all of the correspondence. Then all four drawers can be simply moved into four corresponding drawers when it is necessary to transfer.

can be enclosed with the original pair of ends, thus reducing the cost of new equipment.

Now your cabinet contains eight drawers as shown in illustration No. 5. Your current file and last year's file are side by

side, both very handy for instant reference.

At the end of the year 1917, place the 1916 correspondence in transfer cases, changing the labels to correspond. This leaves one of the four-drawer uprights empty, all ready for the 1918 letters. At the end of 1918 the process is repeated.

## The Periodic Transfer

THE Periodic Transfer is identical in principle with the Duplicate Equipment method. The difference is that the cabinet which is used has capacity for a single year's correspondence only, instead of for two years. In other words your correspondence only remains in the active file for a year. It is then transferred to transfer cases and the entire active file used for the following year's correspondence.

Illustration No. 6 shows a 4-drawer active file on the left and four transfer cases on the right. At the end of the year correspondence is transferred from the active file to the transfer cases, drawer for drawer. A "Record of Transfers" guide is kept in the front of each active drawer, as in the Duplicate Equipment Method.





Example 5

This illustrates the method of adding first a duplicate upright to handle one year's transferred records and second a stack of transfer cases for the second year's transferred records. This places two years correspondence within constant reach.

Periodic Transfer consists in transferring correspondence at the end of regular intervals. Most concerns transfer once a year, and as a rule make the transfer on January 1st, or at the close of the business year. This method keeps together all correspondence from any one individual during the year. This is a great convenience in referring to old correspondence. The transferred correspondence is filed each year by itself. This

is much better than transferring at irregular intervals; that is to say, waiting for the drawers to fill up before the transfer is made.

Although the annual transfer is the common practice, there are some concerns who transfer twice a year,—generally on the 1st of January and on the 1st of July. These are concerns who have occasion to refer to very recent correspondence only. In cases where it is desired to transfer every six months, it is recommended

that a cabinet be procured with a capacity for an entire year, and that the Duplicate Equipment method be used,—half of the drawers for the first six months, and the other drawers for the last six months of the year.

### Periodic Transferring with Colored Folder

An excellent method of transferring used by some concerns is to select certain “transfer



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dates" every six months or so, like January 1st and July 1st, and use different colored folders to differentiate each period of the year.

For example: When the Filing System is started, say on January 1st, 1917, all manila folders are placed in the cabinet behind the index guides. On the first transfer date, which would be July 1st, 1917, all the manila folders are dated with the closing date and a series of colored folders are placed in the cabinet, a colored folder in front of every manila folder. Upon the second transfer date, January 1st, 1918, it is very easy and convenient to go through the Filing Cabinet and remove all the manila folders, which, of course, contain the correspondence from January 1st to July 1st, 1917. At this time all the colored folders are marked with the closing date and a new series of empty manila folders placed in the drawers.

### The Continuous Transfer

The principle of the Continuous Transfer is to remove from the active file at frequent intervals, all letters which have been in the files for a certain length of time. This is called the Continuous Transfer because the drawers of the cabinet are never entirely empty of their contents.

First of all make sure that your cabinets will hold a full year's correspondence without over-crowding.



Example 6

The equipment used in periodic transferring is the same as that illustrated on page 9. In the above illustration we show but one vertical section, the contents of each drawer having been transferred direct to the four-drawer transfer case at the right. The transferring is done all at one time at stated intervals.

See that every folder bears the date of the first letter. When a folder is filled, mark on it the date of the last letter. This dating of each folder is essential to the success of the method.

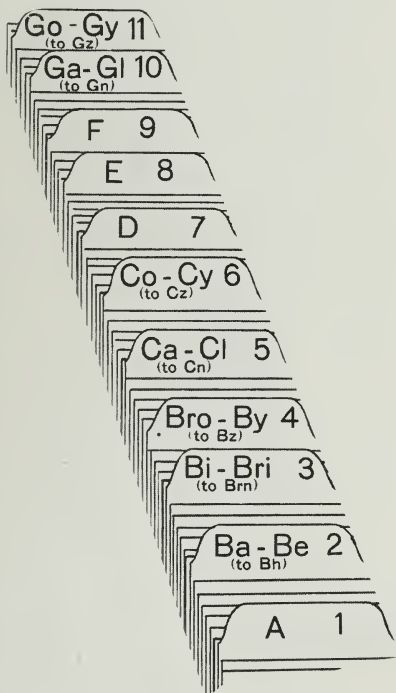
## Transferring by the "Y and E" Direct Name System

THE Direct Name System reduces the problem of transferring to the simplest terms. By this system the work of transferring can be done by the office boy and with absolute accuracy in less time than it takes the experienced file clerk to transfer by any other system. If you are now using the "Y and E" Direct Name System of vertical filing you transfer folders only, leaving the celluloid pressboard guides in the current file to be used over and over again.

Another good method is to remove the entire contents of the active drawer and place it in the transfer drawer, then remove the guides and put them back in the active drawer. Some of our customers think this method is quicker than merely removing the folders. The question of which method is quicker merely depends upon the number of folders behind a guide.

The tabs of the folders which contain the miscellaneous correspondence are guide height and serve as guides in the transfer case. You buy no supplies for the transfer file.

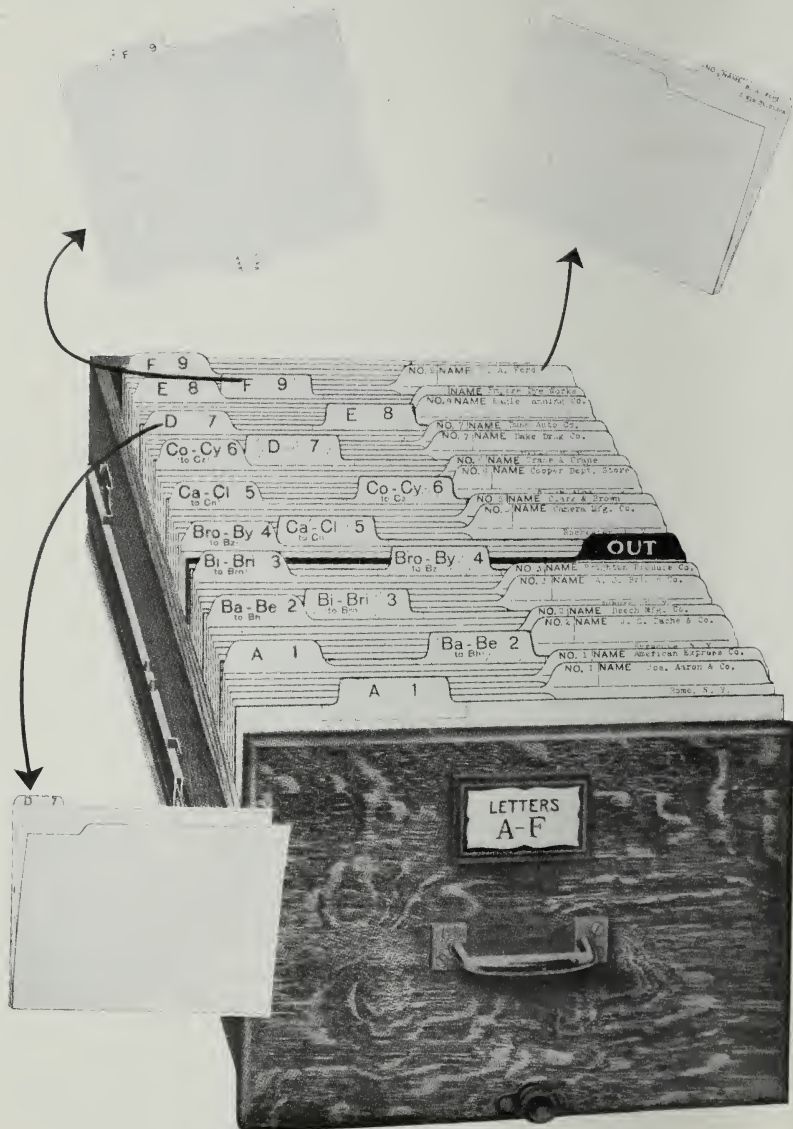
The celluloid press board guides which remain in the current file can be used for years. By actual test, they will last more than fifty times as long as ordinary manila guides. Thus you effect a large



As these tabs are all guide height they are used as guides in the transfer file. You buy nothing for the transfer file; simply move the folders.



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Arrangement of Guides and Folders in the Drawer





saving at this and every subsequent transfer period.

For your next year's current file you get new alphabetical and Direct Name Folders only. You already have the guides.

## Starting Your New File

If you are not now using the "Y and E" Direct Name System, by all means investigate its possibilities before starting your next year's file. It combines the advantages of alphabetical and numerical indexing, and thereby eliminates the usual disadvantages of the numerical system when used alone. You find papers alphabetically, as you have been accustomed to doing. You re-file them numerically, *because it is easier and quicker to comprehend a number than a series of letters*. By the use of this system, you reduce errors to a minimum and cut down the operating expense of your files.

Notice the illustration on page 12. Just to the left of the center are the guides,—celluloided grey pressboard—practically indestructible. The tabs bear alphabetical subdivisions, (proven to be the best, as described in Folder No. 2878) and also consecutive numbers.

At the extreme left are the tabs of the heavy manila folders used for miscellaneous correspondence. These tabs bear the same alphabetical subdivisions and numbers as the respective guides. However, the folder tabs are printed in red, so as to be easily distinguished from the guide tabs which are printed in black. These miscellaneous folder tabs are the ones which serve as guides in the transfer case.

## Direct Name Folder

The right side of the file is devoted to the tabs of the Direct Name Folders—also manila. One of these folders is made out for each firm or individual with whom there is a considerable volume of correspondence. As these Direct Name Folder tabs are in a straight, unbroken row, (no guide tabs intervening,) the tendency is to refer to them DIRECT without using the index on the guide tabs. This saves a lot of time.

Every time one refers to a folder in this manner, he necessarily thumbs over two or three others and gets a distinct mental impression of their titles. Thus a clerk who handles the file from its beginning, can't help but know it by heart. A clerk



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broken in after the file has grown to mid-season proportions will soon acquire an equally intimate knowledge of it. This insures a speed and precision in both filing and finding that can't be even approximated by any other system.

### **Has Automatic Error Check**

The "Y and E" Direct Name System is the best error check that has ever been devised in connection with Vertical Filing.

Note the Camera Mfg. Co. folder in the illustration. It bears the number "5." Suppose it had by mistake been dropped behind guide "6." All the other folders behind guide "6" are numbered "6." If you did drop a "5" folder among them, you'd notice it instantly. It's an absolute check against misfiling. You can be assured of correspondence being where it should be.

### **Decidedly Economical**

The Direct Name System is not only a great time-saver, but it is equally economical in the cost of materials. The guides are pressboard, strong material that will stand a great amount of wear.

The guide tabs are celluloid, making them practically indestructible, and offering positive assurance against their becoming finger-marked and thumb-worn. Celluloided pressboard guides, by actual test, will last more than fifty times as long as ordinary manila guides. You can instantly see the great saving it is thus possible to effect, by the use of this system.

The "Y and E" Direct Name System is described in greater detail and shown in its actual colors in our Folder No. 2878. Free on request.

### **Advantages of the "Y and E" Direct Name System**

1—Direct Name Folders are guide height and in straight row, unbroken by intervening tabs. Thus each folder is itself a guide and reference is made DIRECT—a great time saver.

2—Combines all advantages of alphabetical and numerical systems, yet has none of disadvantages of the latter.

3—Both Alphabetical and Direct Name Folders are numbered to correspond with guides.

4.—Correspondence is located alphabetically—the easiest way.

Get Folder No. 2878.



# Transferring Geographical, Subject or Numerical Files

**W**HAT has been said previously about transferring has had particular reference to either Direct Name or Alphabetical filing. The same principles, however, may be applied to the Geographical, Subject or Numerical file. There is this difference, however, between the Direct Name system and any other. The Direct Name system does not require the purchase of a single new guide at the time of transferring. In other words there are no guides in the transfer cases. The other methods of indexing all require guides in the transfer cases.

## A Geographical File

If your file is indexed by location,—that is to say, by states and towns, provide yourself with a set of manila State Guides for your transfer cases. Should the correspondence behind any one state guide be considerable, a set of No. 25 alphabetical guides should be used for classifying folders alphabetically by towns, or one-third cut blank manila guides can be used for the names of the towns themselves.

Duplicates of the guides in the active file should be used in the transfer cases, except that these transfer case guides may be of ordinary manila, instead of a more expensive material.

## A Subject File

If your file is indexed according to Subjects, a set of guides dividing the alphabet into 25 parts will probably be a sufficient index for the transfer file. However, where the volume of correspondence on certain subjects is particularly heavy, use blank one-third cut guides to supplement the alphabetical index. The subject headings can be printed or written on the tabs of these blank guides.

## A Numerical File

If your correspondence is indexed Numerically (an attorney's file, for example), use manila guides in your transfer cases, numbered to correspond with the guides used in the current cabinet.

At the end of the first year go through the file starting with the top drawer and transfer all





folders in which the latest correspondence is at least six months old. This will take but a short time if the folders are properly dated.

This leaves all correspondence for at least six months back in the current file. Only those letters which are at least six months old will be in the transfer cases.

At the end of six months repeat this process and continue the transfer thereafter at intervals of six months.

Keep a "Record of Transfers" guide in the front of each

drawer of your cabinet. Make an entry for each folder that you transfer. When one guide is filled start another. Thus at any time you can quickly ascertain in just which transfer case is any desired correspondence.

Provide yourself with enough vertical transfer cases to equal one-half the capacity of your active file. Number the transfer cases consecutively from one up. Use manila guides as an index to the folders in the transfer cases. When the first transfer case is full of folders start transfer case No. 2, and so on.

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## "Y and E" CABINET CATALOG

The present "Y and E" Cabinet Catalog describes and illustrates a complete line of filing devices. This includes the Standard and Half-Width Sections and Uprights that are shown in this system booklet.

The various combinations possible with "Y and E" Standard and Half-Width Sections enable you to get just what you need.

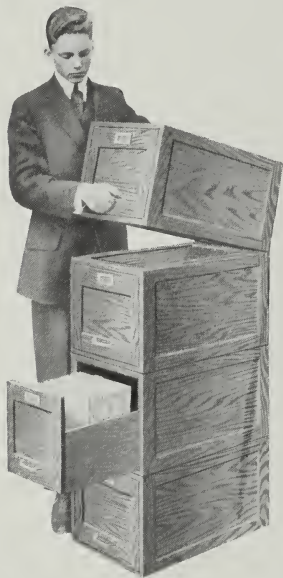
In addition to the above, there are shown the "Y and E" Efficiency Desk, Sectional Card Record Desk, and the only file in which to index and keep in perfect condition all blue prints, drawings, maps, etc.—the "Y and E" Mammoth Vertical File.

Send for a copy of this catalog No. 2816.



# "Y and E" Drawer Style Transfer Cabinets for Vertical Filing

**T**HESE drawer-style cabinets are made of wood and are strong, capacious and convenient. Each cabinet is a unit, but any



Wooden drawer style transfer cases stacked one above the other form a complete cabinet of any size.

number can be stacked one on top of the other, thus forming a solid, compact stack of any size.

The sides and front of cabinets are paneled and of three-ply

construction, insuring against splitting or warping. Drawer sides are solid and very firmly fastened at both front and back. The Drawer pulls are bolted on, not merely screwed. They cannot be pulled off.

At the front of each cabinet under the drawer are two fibre rollers; and on the top of each drawer, at the back, are two more rollers; no matter how heavily the drawer may be loaded, it will roll easily.

These drawer-style cabinets are made in bill-, letter- and cap-sizes. Each is  $21\frac{3}{4}$  inches deep and has an approximate capacity of 5,000 papers, practically the same as the vertical drawers in "Y and E" filing cabinets of sectional or solid construction.

Any number of "Y and E" Drawer-Style Vertical Transfer Cabinets stacked together will make a complete cabinet; but for the sake of appearance it is well to add a top and base. We particularly recommend that the

sanitary base be used, both on account of appearance and to insure clean, sanitary floors.

One great advantage of these cabinets is that you can transfer one drawer a month if desired and yet not have any empty drawers around. Get another drawer for each drawer transferred as your needs require.

### Sanitary Bases for "Y and E" Transfer Cabinets

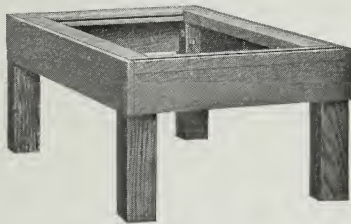
This strong, well made base raises the stack of cabinets nine inches from the floor. This greatly improves the appearance of your stack and also keeps the lowest cabinet out of the reach of mice. Another very important advantage of the sanitary base is that it allows plenty of space to sweep underneath easily.

The standard base raises the stack of cabinets three inches from the floor. While it does not admit of sweeping underneath, this base adds greatly to the appearance of the stack, and makes the lowest drawer more accessible.

To improve further the appearance of your stack we recommend the use of a top as illustrated. It gives the stack a neat, solid appearance, and is easier to dust and keep clean.



By adding a top to your stack an extremely neat and solid appearing stack is formed.



Keep your lowest drawer out of the reach of mice by using this "Y and E" Sanitary Base. It raises the stack 9" from the floor, and also permits you to sweep under it. Decidedly sanitary.



This "Y and E" Standard Base will raise the stack 3" from the floor.



## No. 704 Vertical Transfer Upright

THESE letter size Transfer Uprights have the same capacity as "Y and E" Upright Sections Nos. 804, 404 and 304, and Upright Cabinet No. 304C. (See our Cabinet Catalog No. 2816.)

Each drawer holds about 5,000 papers.

These No. 704 Uprights are made strong enough to withstand the hardest usage. The frames are of beech, and the sides and panels of three-ply maple. Drawer pulls and label holders are of brass; drawer pulls are bolted on, not merely screwed. Each drawer

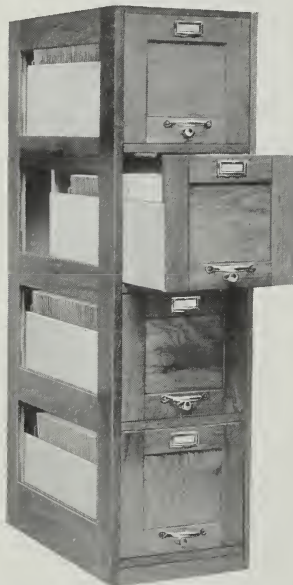
operates on roller bearings, and cannot be accidentally pulled out. Side

panels are removable. They can be quickly inserted or taken out without tools. When Uprights are stacked side by side only one set of eight panels is required. These are used on the outside ends, thus saving considerable expense.

Drawers may be had with or without countersunk round rod, and with or without compressors. Where compressors are not desired, use adaptable metal followers to hold the contents upright. These followers are described and illustrated on the next page.



Showing No. 704 Upright with panels.

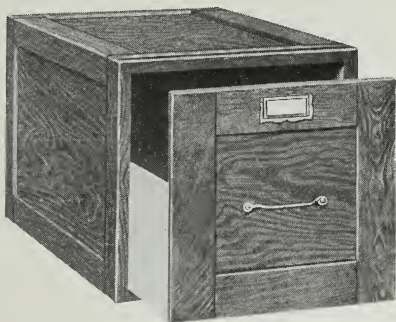


No. 704 Vertical transfer upright.



## One Drawer Vertical Transfer Cases

**T**HESE drawer style Transfer Cases are constructed of the same materials and in the same strong manner as the four drawer cabinets shown on page 20. The capacity is the same as one drawer of a No. 704 Upright—about 5000 papers. Made in letter and ledger sizes, Nos. 777 and 779 respectively. Rod and compressor furnished extra.



No. 777—Letter-size. No. 779—Inside dimension  $14\frac{1}{4}$ " wide x  $11-15/16$ " high x  $21\frac{3}{8}$ " deep.

## "Y and E" Adaptable Metal Followers

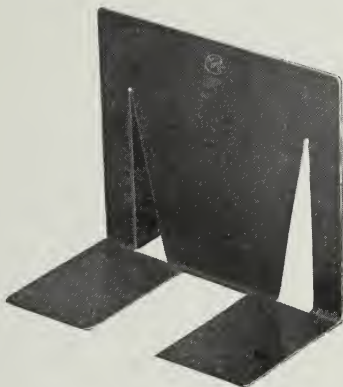
**W**HEN your Vertical Transfer Case or Cabinet is only partly filled use an adaptable metal follower of proper size, to keep guides and folders upright.

Folders rest on horizontal part of follower, their weight keeping it in desired position. Follower is grooved for guide extensions.

When case or cabinet becomes nearly filled, remove the follower so that maximum space may be used for actual filing of papers.

These adaptable metal fol-

lowers are made in bill, letter and cap sizes.



Adaptable Metal Followers are made in three sizes: bill, letter and cap.



# "Y and E" Steel Transfer Cases

**T**HESE well-built transfer cases answer the purpose of high grade filing cabinets for transferred correspondence, yet through economies of design and manufacture they are sold for about one-quarter the average price of steel cabinets.

"Y and E" Steel Transfer Cases are built of excellent quality steel, all joints electrically welded. Besides lifelong durability, steel offers protection against rats, vermin, water, dirt and climate. It is also non-combustible.

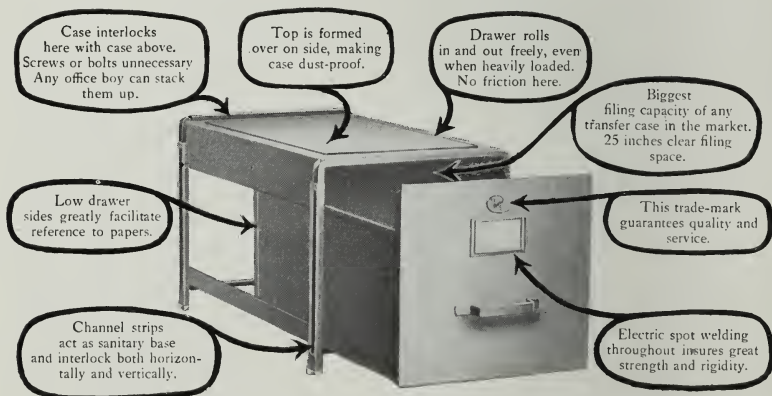
These cases are particularly well designed. They are finished

in the deep, pleasing "Y and E" olive green and will look well alongside the best office furniture.

The drawers operate on rollers; open easily, no matter how heavily loaded, or what the climate is.

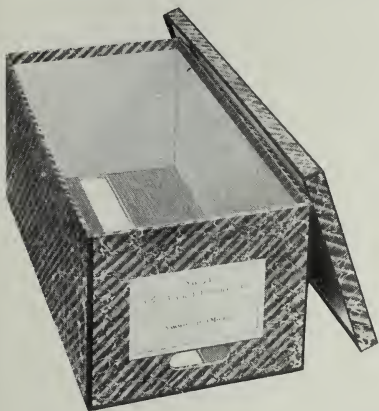
"Y and E" Steel Transfer Cases have a greater capacity than ever before gained in transfer case manufacture. Each drawer has a net filing capacity of 25 inches, so considerably fewer cases will be required, thus economizing your floor space.

Also they can be stacked and locked together, right, left and vertically, without tools. Made in letter, cap, bill, and ledger-sheet size.

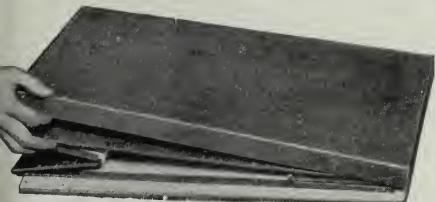


Note the superior advantages of "Y and E" Steel Transfer Cases.

## Style "A" Vertical Transfer Cases



When records are to be put away and seldom referred to this Style "A" transfer case is what you need.



These Style "A" cases in Knock Down construction are excellent when you transfer at irregular periods. A few of these kept in stock do not take up much storage room and are on hand when needed.

**T**HIS case is 23½ in. deep inside, and holds about 5,000 papers, filed vertically. It's made of wood, covered with special-marked paper. The cover is of heavy jute board. All corners are strongly reinforced. The bottom is grooved to allow space for guide extensions. This case can be fitted with adaptable metal followers to keep papers always upright. It is made in bill, letter and cap sizes.

### Knock-Down Construction

These cases are made in same size as the Style "A" set-up cases. They are of heavy jute board, with wood bottoms. Covered with light tan paper. Bottoms are grooved for guide extensions.

Both the set-up and knock-down Style "A" cases have practically the same capacity as the Vertical drawers of "Y and E" Half Sectional, Sectional and Upright Cabinets.

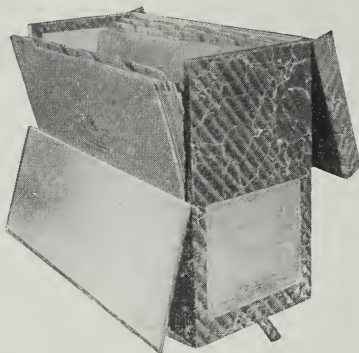
### "Vertical Filing Down-to-Date"

This is the title of a real practical 40-page booklet containing the principles of vertical filing. The various methods illustrated and described include alphabeti-

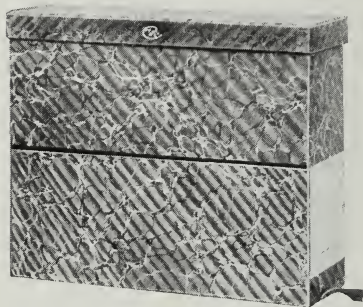
cal, numerical, geographical, subject and the "Y and E" Direct Name System for filing correspondence, bills, receipts, etc. Send for a copy.



### Style "B" Vertical Transfer Cases



If your papers are few in number this 6" deep Style "B" case will keep them right at hand and properly indexed.



This Style "B" case is but 4" deep but is an excellent file for taking care of the few important papers which must be handy when needed.

**F**OR small capacity these are unsurpassed. Even when flat filing is used for the current year, it is well to transfer to this style case on account of the greater ease of reference. The fact that only a limited number of papers can be filed in one of these cases obviates the necessity of guides being used.

These style "B" cases are very strongly made, the ends and bottom being of wood, the fronts and hinges reinforced with tin, the sides of heavy jute board, and the entire case covered with a marbled paper. A tape pull on each case comes in very handy when removing cases from shelves.

These cases are made 4 in. deep, in bill, letter and cap sizes. 6 in. deep in letter size only. It's a dandy case for the money.

### "Card Ledger Preferred and Why"

This 36-page booklet illustrates and describes the value and use of keeping your ledger records on cards. The first 15 pages are devoted to statements from users of a "Y and E" Card Ledger

System and easily explain why Card Ledger is preferred. The ease of reference and efficiency of this method is increased when the "Y and E" Sectional Card Record Desk is used. Send for a copy of booklet No. 2495.



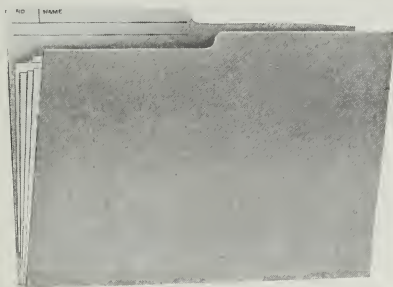
## Vertical Guides and Folders

THE "Y and E" line of filing supplies is complete in every respect. There are guides and folders for every use—all sizes and weights.

Vertical guides in manila or pressboard with tabs, or extensions, blank or printed, will always give perfect service. The most widely used guide is that shown here, one-third cut tab. All "Y and E" vertical guides have a patented reinforced metal bottom extension for locking them in the drawer.

Tabs on pressboard guides can be covered with celluloid, which increases the life of the tab and presents a neater and cleaner appearance in the file.

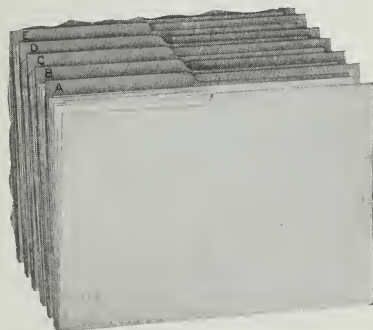
"Y and E" Vertical Folders with the scoring at the bottom, which allows for a  $\frac{3}{8}$  in. expansion, always present a neat orderly appearance in the files. The manila stock will give the most satisfactory service. A  $\frac{1}{2}$  in. tab or extension on which is written the name or number assigned to the folder is always in plain view.



Vertical folders have a  $\frac{3}{8}$ " expansion.



Guides in manila or pressboard have metal reinforced bottom extension.

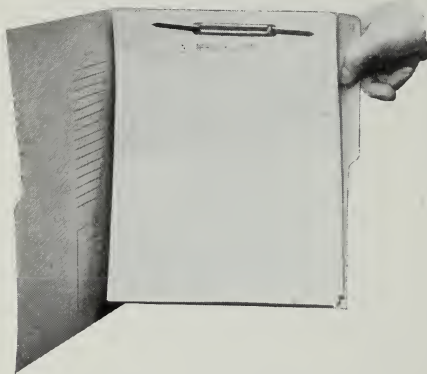


Alphabetical folders have tabs in red.





## HOW TO TRANSFER



A "Y and E" heavy weight folder equipped with two metal prongs at one end will insure the safety of your papers. Prongs or tangs can be furnished at either side of the folder or at center of folded edge.



These "Y and E" pressboard folders can be furnished with or without tabs. The strength of the pressboard with the linen expansion provides a container which will give unusually long service.

### "Y and E" Binder Folders

Valuable papers should be held intact in a "Y and E" Binder Folder. Perforate the paper and file it over the tangs or prongs in this folder and it cannot get away. A light compressor passed over the ends of the prongs keeps the papers compact and insures their being there when wanted.

### Pressboard Folders

Do you subject your folders to hard usage? If so, don't use manila or even YawmanotE (see following page), but try a folder made of everlasting pressboard. Guides are made of pressboard because they receive rough handling and must be of durable material. That explains why you should use pressboard folders. These folders have a one-inch expansion, the hinge being of strong linen. The folders can be furnished straight cut or with plain or metal tabs. The use of metal tabs allows you to use the same folder over and over again. Look into it. Send for our Catalog 3016, which illustrates and describes the entire line of vertical supplies.

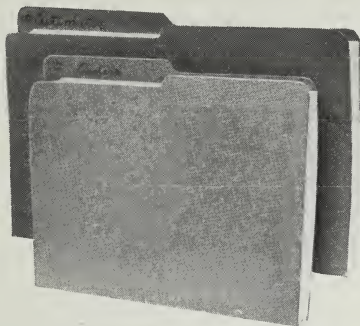
## YawmanotE

**A**FTER long investigation and varied experiments, we have hit upon a tough, durable, light fibre material—practically indestructible—for making folders, envelopes, file pockets, etc.

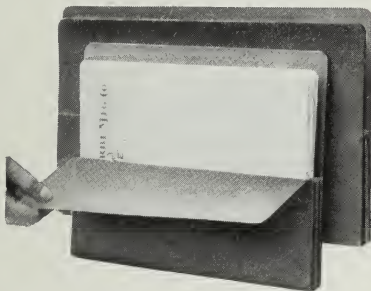
YawmanotE is the trade name we have coined to designate this line. It is easy to remember, sounds like "Yawman-Erbe." To pronounce, say "Yawman," then "ote" as in "note."

YawmanotE will not tear or sag; quite a contrast to the ordinary materials used in making folders, envelopes, file pockets, etc. In the construction of all YawmanotE supplies, nothing but the best quality of glue is used (not mucilage), and they will not pull apart. YawmanotE is of a color that will not soil, an item worth considering where a great deal of handling is necessary.

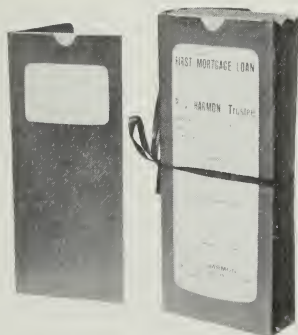
When extra durable folders, file pockets or envelopes are desired, use YawmanotE.



Folders made in letter and cap sizes.

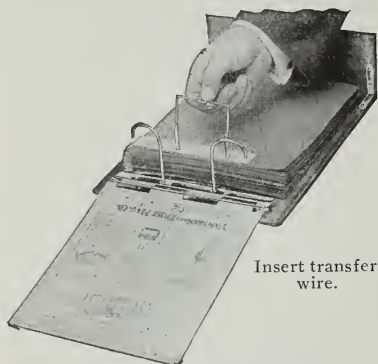


File Pockets with closed ends.

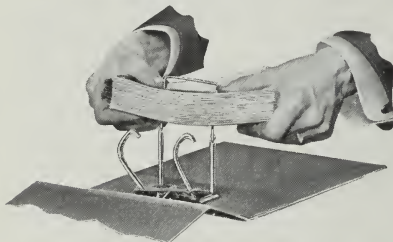


Envelopes with removable index.

# Transferring from Genuine Shannon Arch Files



Insert transfer wire.



Slide over posts in transfer case.



Close arches in transfer case.

**S**HANNON transfer cases are made on the same principle as the file drawer, and the papers from the file are placed in precisely the same position in the transfer case. The method of transferring is simple and easy, and if reasonable care is exercised in transferring, the papers can be found as easily in the transfer cases as in the file drawer.

To transfer correspondence from the Shannon file, remove the drawer from the cabinet, placing it on a flat table or desk; throw back the compressor cover clear over the arches, insert a transfer wire in the upright posts, and lift the entire correspondence intact with indexes off the posts. Have your transfer case lying open beside the file drawer, and insert the ends of the transfer wire into the tubes of the arch in the transfer case, and the papers will slip down over the posts in exactly the same position as they were in the file drawer. Number each transfer case consecutively, as No. 1, 2, 3, and so on.

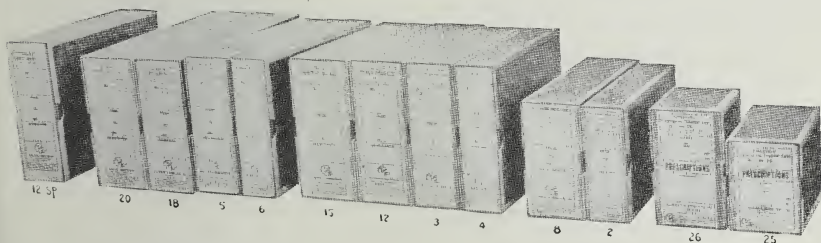
Indicate on the compressor cover in the file from which the correspondence has been transferred the period of time covered by that correspondence, and the number of the transfer case. In doing this you provide a record of the exact location of all correspondence transferred from that particular file.

Always place a new index in the empty file drawer.

heavy the load, arches are held fast. They cannot gap.

To open, press arches toward each other with your thumb and forefinger. The arches are hinged at their bases and can be thrown back, allowing papers to be slipped off the uprights.

Genuine Shannon Transfer Cases are all of "Y and E" make. The Lock Arch construction is patented, and can-



Order by number.

We have applied the famous patented Lock Arch idea to our Shannon Transfer Cases. Little "nibs" near the ends of the arches interlock with corresponding perforations in the upright portions. No matter how

not be found on any but "Y and E" cases.

Made in fourteen distinct sizes, meeting every requirement both as to stock paper sizes and capacity per case. Note illustrations above.

## Book-Style Binder Shannon Transfer Cases

Shannon Transfer Cases Nos. 2, 3, 4, 5 and 6 are not equipped with the Lockarch, but have what is termed a "Book-Style" Binder. Papers are held in place by uprights, as in the other style of case, but binder closes with a simple catch, instead of the

convenient and time-saving arches. However, this Book-Style Binder is made just as strongly as regular Lockarch binder, and where papers need not frequently be removed from transfer case, this style will prove entirely satisfactory.

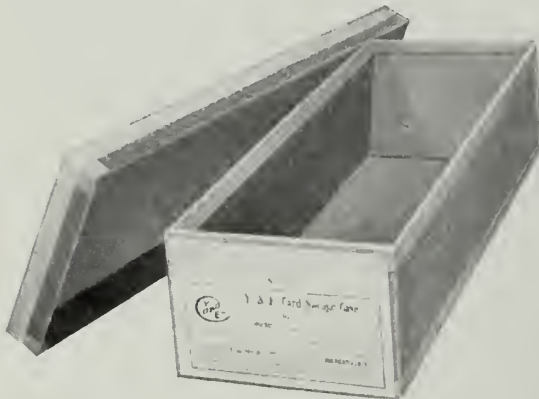




# "Y and E" Card, Check and Document Transfer Cases

## Card Storage Cases

Card records once transferred are kept chiefly as a matter of record. They are rarely referred to. These substantial box style storage cases answer every purpose. They are made of heavy juteboard, corners reinforced with linen. No. 90 for cards 5 x 3 inches; No. 91 for cards 6 x 4 inches; No. 92 for cards 8 x 5 inches; No. 93 for cards 5 x 8 inches.



For card storage—made in four sizes.

## Drawer-style Card Storage Case

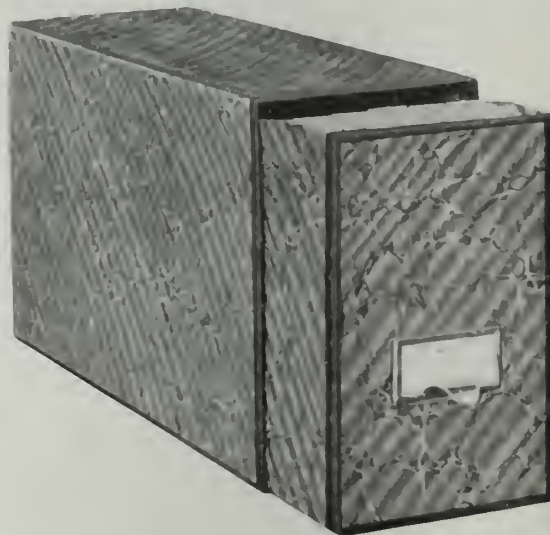
This case is made in one size only, for cards 5 inches wide by 8 inches high. The telescope style enables you to stack one on top of another, yet have easy access to the contents. Note the convenient label holder and drawer pull. No. 94 case is made of oak grain jute-board.



Excellent for storing cancelled checks.

## Check Transfer Case

This is just the thing for the storage of cancelled checks, vouchers, contracts, and similar papers. Strongly made of oak-grained juteboard, the corners being reinforced with linen.

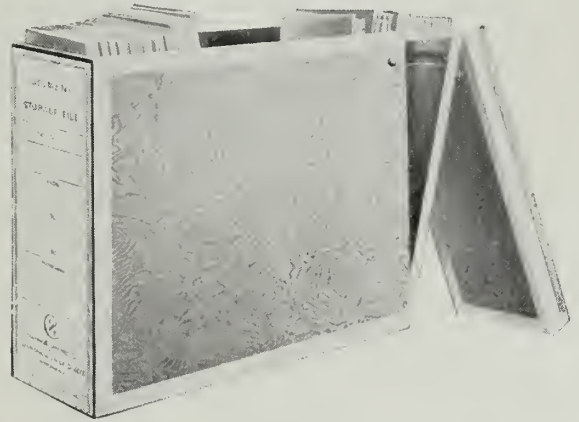


For cards 5 inches wide by 8 inches high.



## Document Storage Case No. 10

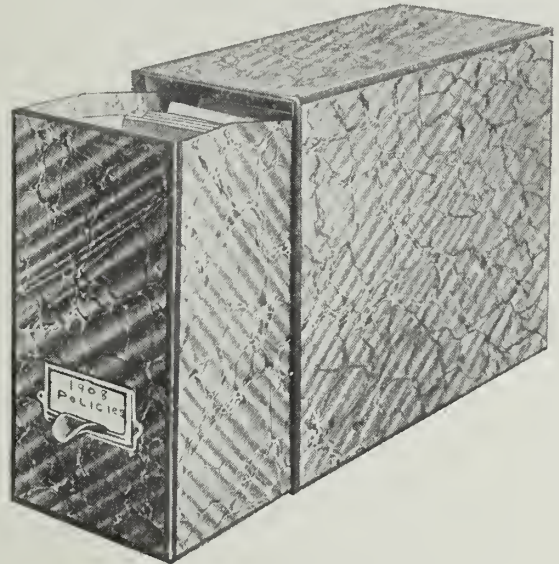
This Document Storage Case is made with hinged cover and tilting back. It is constructed of oak-grained jute board, heavily reinforced at corners and edges.



Transfer Case for filing documents. The tilting back on this case increases the ease of reference to the contents.

## Document Storage Case No. 11

These drawer style Document Storage Cases may be stacked one above the other, and the contents referred to quickly and conveniently. The case is made of heavy binder's board, covered with marbled paper, and fitted with combination label holder and drawer pull.



Should you have occasion to refer frequently to your transferred documents you should use this No. 11 Document Case. The drawer style construction enables you to stack the cases one above the other.

## Loose Sheet Transfer Case No. 50

This case has more capacity than the ordinary loose sheet case. Papers will not overlap the indexes as in the case of ordinary manufacture.

This "Y and E" case is made of heavy jute board, strongly reinforced at corners and edges. It is fitted with a "Y and E" tape catch, which is far more convenient and reliable than a snap catch.



For loose sheets.



